

**ORIENTATION TO REAL PROPERTY MANAGEMENT  
TRUST RESPONSIBILITY**

**A Training Manual in Real Property Management**

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**for**

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### Bureau of Indian Affairs Manual (BIAM)

BIAM is supplementary to the Code of Federal Regulations. Its purpose is to provide technicians, supervisors and managers with operational guidance on the performance of program tasks. Although the BIAM has not been updated diligently to reflect recent changes in law and regulation, it still contains operational procedures and "how to" information. Updating the BIAM is also contingent upon the publication and approval of regulations. Therefore, new and updated regulations currently being processed for the Real Property Management program will not be reflected in BIAM until the new regulations are effective. (Handout II-H)

The Bureau of Indian Affairs Manual is organized according to Bureau programs and activity. Each activity or program is assigned a specific part number, i.e., Real Property Management is 54 BIAM; Land Operations is 55 BIAM; and Real Estate Appraisals is assigned Part 52 BIAM.

The Bureau of Indian Affairs Manual represents the policy and procedures under which the Assistant Secretary-Indian Affairs prescribes the manner in which Bureau program services will be performed and provided. Bureau personnel are obligated to follow these prescribed procedures in the performance of their official duties. Exceptions, waivers or deviation from BIAM procedures can only be granted on approval by the Assistant Secretary-Indian Affairs or his designee, i.e., Division Directors with delegated authority. (Handout II-I)

### Exercise of Federal Authority

As a federal agency's program expands and/or its service areas and population are geographically remote to the headquarters it becomes necessary to decentralize program authority and responsibility for services. The federal government accomplishes this through delegations of authority which are official orders whereby the Secretary of Interior and the Assistant Secretary-Indian Affairs transfer their legislative and regulatory authorities to subordinate officials (e.g.,